

Government of the District of Columbia
Department of Health
Environmental Health Administration

**Bureau of Food, Drug
and Radiation Protection**



Dear Applicant:

Pursuant to the D.C. Uniform Controlled Substances Law (D.C. Law 4-29; D.C. Code § 33-501 et seq.) and regulations promulgated under (22 DCMR Chapters 10-15), every person who manufactures, distributes, dispenses, prescribes or who conducts research with any controlled substance in the District of Columbia must be registered with the D.C. Department of Health (DOH). This registration is a prerequisite for the federal registration with the U.S. Drug Enforcement Administration (DEA).

Attached are instructions for completing the controlled substances application form. A separate registration is required for each place of business or practice that has independent activities where controlled substances are stored on site. **You must indicate the address of the hospital or office in the District of Columbia with which you are affiliated.** Please complete the enclosed application and certification form, retain a copy of the controlled substance application and return the original with a fee of **Fifty Dollars (\$50.00)**, made payable to the D.C. Treasurer. Please note that only DC government officials are exempt from payment of the fee.

PLEASE ENCLOSE A COPY OF YOUR CURRENT DISTRICT OF COLUMBIA LICENSE FOR PRACTICE OF THE PROFESSION (APPROVED BY YOUR HEALTHCARE BOARD E.G. NURSING, MEDICINE, DENTAL ETC.) OR OPERATION OF THE BUSINESS ACTIVITY AT WHICH YOU ARE APPLYING. FAILURE TO ENCLOSE A COPY OF YOUR LICENSE WILL DELAY THE PROCESSING OF YOUR APPLICATION.

Should you have questions or require additional information, you may call Ms. Marcia Wooden, R. Ph., Program Manager; or Ms. Yvonne Briscoe-Hall, Program Specialists, on (202) 535-2180.

Sincerely,

Harold D. Monroe, R.Ph.
Chief

Enclosures